



# KEEP IT LEGAL

As fundraisers we are regulated by law and as such have to follow certain procedures, if you do the same for your event everything should go smoothly.

## **Insurance**

If you organise an event that involves the public in any way, you will need to ensure you are covered by public liability insurance.

## **Street Collections**

To collect in the street, you will need a licence from the local council. These permits do go quickly so please apply for them as soon as possible. To collect on private property, for example shopping centres and pubs, you must ask for permission from whoever owns it. Door-to-door collections (including pub-to-pub) also need a licence, which are also obtained from the local council.

## **Alcohol**

If you are going to sell alcohol you or your venue must have a licence. You can obtain a temporary licence ("occasional permission") from your local magistrate's court, but you need to give some notice.

## **Food**

There are various food hygiene procedures which you must follow if you plan to sell food. Further information can be obtained from your local authority environmental health department.



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## Lotteries and Raffles

### Lotteries and regulated under The Gaming Act 2005.

The terms 'raffles' and 'lotteries' are interchangeably used, but cover the same activity. The Act defines a lottery as an arrangement where individuals pay for an opportunity to win a prize that is selected entirely by chance (or, where the selection process involves more than one stage, the first stage relies wholly on chance).

Please refer to <http://www.institute-of-fundraising.org.uk/code-of-fundraising-practice/> to ensure you comply with the regulations.



## KEEP IT SAFE

1. Simon Says cannot accept responsibility for accidents, so make sure that your event is safe for all concerned
2. Make sure that you or the venue has adequate public liability insurance.
3. Always ensure that children are safe.
4. Children are not allowed to collect money if under 16.
5. If you are going to be carrying money take care with personal security and make sure there are at least two of you with the money at all times.
6. Check the risks involved in your event and minimise or eradicate them. If sub-contractors or facilities are being used, make sure that they have the right experience and insurance.

Remember that the Health and Safety Act applies to volunteers as well as employees.